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SOLICITATION NUMBER: USAID-05-2018

ISSUANCE DATE: 05/25/2018

CLOSING DATE/TIME: 06/08/2018

SUBJECT: Solicitation for a Cooperating Country National Personal Service Contractor (CCN PSC)

Dear Prospective Offerors:

The United States Government, represented by the U.S. Agency for International Development (USAID), is seeking offers from qualified persons to provide personal services under contract as described in this solicitation.

Offers must be in accordance with **Attachment 1, Sections I through V** of this solicitation. Incomplete or unsigned offers will not be considered. Offerors should retain copies of all offer materials for their records.

This solicitation in no way obligates USAID to award a PSC contract, nor does it commit USAID to pay any cost incurred in the preparation and submission of the offers.

Any questions must be directed in writing to the Point of Contact specified in the attached information.

Sincerely,

/S/

James Berscheit
Contracting Officer



I. GENERAL INFORMATION

1. **SOLICITATION NO.: USAID-05-2018**
2. **ISSUANCE DATE: 05/25/2018**
3. **CLOSING DATE/TIME FOR RECEIPT OF OFFERS: 06/08/2018 at 6:00 p.m. Chisinau Time**
4. **POSITION TITLE: Executive Office Administrative Assistant**
5. **MARKET VALUE: Equivalent to FSN-8** in accordance with **AIDAR Appendix J** and the Local Compensation Plan of the US Embassy in Chisinau. Final compensation will be negotiated within the market value.
6. **PERIOD OF PERFORMANCE: Two years with a possible extension**
7. **PLACE OF PERFORMANCE: Chisinau, Moldova**
8. **SECURITY LEVEL REQUIRED: Facility Access**
9. **STATEMENT OF DUTIES:**

This position is located in the USAID/Moldova. The position's principle functions include: preparing administrative procurement documentation; provide general Human Resource (HR) support; provide administrative support to the Supervisory Management Specialist and Executive Office (EXO) staff; drafting letters / memos in English; making both local and international travel arrangements; organizing the EXO filing system, including the official HR files; reviewing EXO originated correspondence for correctness and completeness; receiving and distributing incoming mail; making telephone calls, receiving visitors and scheduling appointments for the EXO senior staff, requesting Visitor Access and escorting visitors as needed, and other duties as assigned. The incumbent will be responsible for assuring that all EXO administrative systems are complete and functioning. The incumbent is also expected to identify and initiate administrative improvements throughout the office.

The Executive Office Administrative Assistant is expected to be proactive in defining and conducting her/his responsibilities and will perform numerous, often dissimilar, tasks which have



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in common the purpose of improving the management and professional output of the office both within USAID and in relation to the outside community.

MAJOR DUTIES AND RESPONSIBILITIES

A. Procurement (35%)

Serves as procurement agent for the Mission. Receives Procurement Requests from Mission staff, EXO, Supervisory Management Specialist, GSO, and Senior Procurement Agent. Assists Mission staff in the development of appropriate procurement Scopes of Work. Conducts market research to determine best value for the USG. Develops a procurement plan for each procurement action. Develops appropriate Requests For Quotations. Takes appropriate actions and guides mission staff on taking appropriate actions in the electronic procurement system. Reviews each Purchase Order file for completeness and accuracy before making recommendations for action to the EXO. Maintains the official administrative procurement filing system (physical and electronic), ensuring that Purchase Order files are complete and up-to-date and that information is readily accessible. Maintains a database of all Purchase Orders and periodically updates it. Performs follow-up actions as needed based on this review. Keeps current on local and offshore suppliers. Performs tracking of outstanding orders and contacts vendors in order to resolve any complications in ordering or shipping. Attempts to resolve any and all problems with vendors, both offshore and local, before referring them to a superior. Coordinates with the Controller's Office to ensure timely assignment of fiscal data to procurement documents, and provides required reporting on administrative procurement actions.

B. Human Resource Management Support (35%)

Provides administrative support to the Supervisory Management Specialist and to the EXO professional staff as needed. Assures that routine support is provided in a highly professional manner, meetings are arranged in a timely fashion, and sufficient office supplies are available. Maintains official HR filing system and electronic filing systems, ensuring that files are complete and up-to-date and that information is readily accessible. Serves as Training Coordinator for the Mission, tracks training budgets, training histories, and coordinates training approval process. Serves as the Mission POC for the award process. Reminds Mission staff of agency and embassy award deadlines, reviews awards for completion, submits awards to appropriate processing authorities, works with Office of Financial Management to process monetary awards, tracks records of awards received by Mission staff. Reports on HR information as needed. Responds to data call requests, provides personnel updates and reports via WebPASS/OPS, tracks ethics trainings, transmits cables as needed. Coordinates MBC evaluation submission process. Coordinates FSN/CCN HR actions with embassy Chisinau HRO



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or USAID Regional HR staff as appropriate. Processes accreditation actions through the Embassy for US Direct Hire, USPSC, and TCNPSC staff as needed. Coordinates with USAID Regional HR staff to prepare documents, schedule interviews and support the hiring process as needed; actions received by email or telephone. Prepares travel vouchers. Searches for and obtains information/data for reports, briefings and other documentation. Assists in arranging coordination meetings with visitors including submission of Visitor Access Requests and escorting visitors on an as-needed basis. Maintains mission organizational charts and coordinates with Program Coordination and Strategy Office with the placement and organization of mission documents on the mission internal sharing site. Provides logistic support for TDY staff and newly arrived staff at post. Serves as the Mission timekeeper; tracks all leave requests and manages time and attendance system. Assures that all EXO staff members are familiar with correct Mission policies and procedure. Submits service requests to for ICASS service needs via Ariba, ILMS, and iServices as needed; prepares cables and other official documents in final form and ensure that the correct formats are followed. Performs typing and word processing duties; prepares and sends fax messages. Oversees mail distribution for the USAID/Moldova Mission. Provides secretarial coverage and support to other USAID Offices on an as-needed basis.

C. Administrative Support (30%)

Provides administrative support to the Supervisory Management Specialist, and to the EXO professional staff as needed. Assures that routine support is provided in a highly professional manner, meetings are arranged in a timely fashion, and sufficient office supplies are available. Drafts memos and correspondence in English and Romanian. Makes both local and international travel arrangements; maintains an up-to-date log of all requests for EXO advice or actions received by email or telephone. Prepares travel vouchers. Searches for and obtains information/data for reports, briefings and other documentation. Assists in arranging coordination meetings with visitors including submission of Visitor Access Requests and escorting visitors on an as-needed basis. Maintains mission organizational charts and coordinates with Program Coordination and Strategy Office with the placement and organization of mission documents on the mission internal sharing site. Provides logistic support for TDY staff and newly arrived staff at post. Serves as the Mission timekeeper; tracks all leave requests and manages time and attendance system. Assures that all EXO staff members are familiar with correct Mission policies and procedure. Submits service requests to for ICASS service needs via Ariba, ILMS, and iServices as needed; prepares cables and other official documents in final form and ensure that the correct formats are followed. Performs typing and word processing duties; prepares and sends fax messages. Oversees mail distribution for the USAID/Moldova Mission. Provides secretarial coverage and support to other USAID Offices on an as-needed basis.

SUPERVISORY RELATIONSHIP:



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The incumbent is directly supervised by the Supervisory Management Specialist. On procurement functions the incumbent will receive day-to-day guidance from the Supervisory Regional Executive Officer (EXO) and Senior Procurement Agent based in Kyiv, Ukraine. S/he will be expected to set priorities and plan and carry out the majority of work assignments independently and in collaboration with Mission professionals.

10. AREA OF CONSIDERATION: Open to All Interested CCN (Cooperating Country National) Candidates.

AIDAR, Appendix J, 1. (b) Definitions:

- (6) “Cooperating country” means the country in which the employing USAID Mission is located.
(7) “Cooperating country national” (“CCN”) means an individual who is a cooperating country citizen or a non-cooperating country citizen lawfully admitted for permanent residence in the cooperating country.

NOTE: ALL CCNs MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION. THE MISSION DOES NOT SPONSOR WORK PERMITS.

11. PHYSICAL DEMANDS

The work requested does not involve undue physical demands.

POINT OF CONTACT: USAID/HR, email at chisinauhr@usaid.gov

II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

- **Education:** Minimum of College/University studies in administration and related field is required.
- **Prior Work Experience:** Minimum of three years of administrative experience at a donor, embassy or international organization are required. Two years of procurement or Human Resource related experience. Knowledge of file and records management and word processing is required.
- **Language Proficiency:** Level IV (fluent) English and level IV (fluent) Romanian.
- **Knowledge:** Knowledge of standard international procurement processes or HR processes. Potential to acquire general knowledge of U.S. Government policies, procedures and documentation related to development assistance is essential. Some



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familiarity with US Government procurement procedures is desirable as is knowledge US Government HR practices and policies.

- **Skills and Abilities:** An ability to plan, manage, prioritize, and complete tasks assigned from various sources. The skills to operate effectively in a high paced, high pressure environment. The ability to establish and to maintain administrative support for EXO as a whole. An ability to work independently with minimal supervision. The incumbent should also be self-motivated, well organized, energetic, congenial, and demonstrate a willingness and ability to work effectively and collaboratively in a team-based environment. H/she also requires detailed knowledge and experience in working with IT software, including advanced skills in dealing with spreadsheets in order to maintain required budget tasks and in developing power-point presentations and staffing reports.

III. EVALUATION AND SELECTION FACTORS

After an initial application screening, the best qualified applicants may be invited for a written examination and to an oral interview.

Quality Ranking Factors (QRFs):

1. Education: 10 points
2. Experience: 20 points
3. Knowledge, Skills and Ability: 30 points
4. Interview Performance (including Language Proficiency): 30 points
5. References: 10 points

TOTAL POSSIBLE POINTS: 100 points

The successful candidate will be selected based on a review of his/her qualifications, work experience, skills, and abilities; an interview; and the results of reference checks. The hiring panel may check references that have not been specifically identified by applicants and may check references before or after a candidate is interviewed.

The candidate with the highest overall score will be selected based on the criteria below. The final phase of the selection process is the probationary period. The probationary period is three months.

NOTE: Due to the high volume of applications received, we will only contact applicants who are being considered. Thank you for your understanding.



IV. PRESENTING AN OFFER

1. Eligible Offerors are required to complete and submit the signed offer form **DS-174 form(s) in English (standard resumes are no longer accepted) and a cover letter(s)**.
DS-174 in English is available on USAID/Moldova website:
<https://www.usaid.gov/forms/ds-174/pdf>
 - Applicants are required to submit the proof of the required education level.
 - Copies of all documentation that confirms your legal eligibility to work in this country
 - Any other documentation (e.g., essays, certificates, awards, driver license) that addresses the qualification requirements of the position as listed above
 - Applicants must address each required qualification listed below with specific information supporting each item. Failure to do so may result in a determination that the applicant is not qualified
2. Offers must be received by the closing date and time specified in **Section I, item 3**, and submitted to the Point of Contact in **Section I, item 12**.
3. To ensure consideration of offers for the intended position, Offerors must prominently reference the Solicitation number in the offer submission.
4. **LIST OF REQUIRED FORMS FOR PSC HIRES**

Once the (CO) informs the successful Offeror about being selected for a contract award, the CO will provide the successful Offeror instructions about how to complete and submit the following forms, needed to obtain medical and security clearances.

1. AID 1382-1, Medical History & Examination for Foreign Applicants
2. Questionnaire for Employment Authorization (US Embassy Chisinau form)
3. Authorization for Release of Information (US Embassy Chisinau's form)
4. Certificate of Criminal Records (obtained from the pertinent court)

5. **BENEFITS/ALLOWANCES**

As a matter of policy, and as appropriate, a PSC is normally authorized the following benefits and allowances:



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1. BENEFITS:

Health Insurance coverage
Defined Contribution Fund 12%

2. ALLOWANCES (as applicable):

The Mission provides miscellaneous allowance in accordance with the Moldova Local Compensation Plan, in amount of \$800.

6. TAXES

Local Employee Staff is responsible for paying local income taxes. The U.S. Mission does withhold yearend local income tax payments.

7. USAID REGULATIONS, POLICIES AND CONTRACT CLAUSES PERTAINING TO PSCs

USAID regulations and policies governing CCN/TCN PSC awards are available at these sources:

1. **USAID Acquisition Regulation (AIDAR), Appendix J**, “Direct USAID Contracts With a Cooperating Country National and with a Third Country National for Personal Services Abroad,” including **contract clause “General Provisions,”** available at https://www.usaid.gov/sites/default/files/documents/1868/aidar_0.pdf .
2. **Contract Cover Page form AID 309-1** available at <https://www.usaid.gov/forms> .
3. Acquisition & Assistance Policy Directives/Contract Information Bulletins (**AAPDs/CIBs**) for Personal Services Contracts with Individuals available at <http://www.usaid.gov/work-usaid/aapds-cibs>.
 - AAPD 16-03 Expanded Incentive Awards for Personal Services Contracts with Individuals
 - AAPD 06-08 AIDAR, Appendices D and J: Using the Optional Schedule to Incrementally Fund Contracts
4. **Ethical Conduct.** By the acceptance of a USAID personal services contract as an individual, the contractor will be acknowledging receipt of the “**Standards of Ethical Conduct for Employees of the Executive Branch,**” available from the U.S. Office of Government Ethics, in accordance with **General Provision 2** and **5 CFR 2635**. See <https://www.oge.gov/web/oge.nsf/OGE%20Regulations>.



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EQUAL EMPLOYMENT OPPORTUNITY: The U.S. Mission provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs. The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.